



Date Adopted: 01/05/1999

Date Revised: \_\_\_\_\_

**Title: Associate / Senior Planner**

**FLSA: Exempt**

**General Purpose:**

Under general direction performs professional level urban planning assistance to the City; coordinate and manage planning and development projects to ensure compliance with federal, state and local regulations governing planning and the environment; coordinate current and/or advanced planning activities with other divisions and departments; exercise considerable judgment and initiative when independent action is required.

The Senior Planner position is distinguished from the Associate level in that it handles more complex planning studies and development proposals; may oversee the operations of an assigned division; and exercises full supervisory authority over staff, including directing, training and evaluating.

**Distinguishing Characteristics:**

The position of Associate/Senior Planner is a flexibly staffed position as defined in the City's Classification Plan. The distinction between the Associate and Senior level position is based upon the degree of responsibility rather than on the types of duties assigned. After gaining the experience and knowledge to perform the full range of journey level tasks and fulfilling any special requirements for the journey level, the employee could reasonably expect to progress to the senior level based upon the judgment of management and approval by the City Manager.

**Essential Duties and Responsibilities:**

Serve as project manager on assigned planning projects.

Perform research, analysis and evaluation of site, architectural and related plans.

Perform technical review of routine project plans and applications, and make recommendations.

Supervise professional and non-professional staff.

Manage consultant contracts including determining scope of work and cost.

Prepare written project analyses and reports including identifying appropriate land use policy, design and fiscal issues and environmental requirements.

Process development applications in accordance with local policies and ordinances; make recommendations; and enforce mitigation monitoring and compliance with City ordinances.

Prepare and update various planning documents such as the City's General Plan, specific plans, ordinances, resolutions, codes, and related planning studies and reports.

Participate in the development and implementation of the City's planning policies.

Serve as staff liaison for various review boards, committees, Planning Commission and the City Council.

Provide technical advice and make clear, well organized presentations on-site, off-site and at day and evening meetings.

Communicate effectively both orally and in written form with internal and external customers.

Provide assistance to customers over the telephone and in person.

Conduct site inspections to determine if projects are in compliance with laws, regulations, conditions of approval, and ordinances; make recommendations regarding changes.

Assist in administration and enforcement of zoning, subdivision and related ordinances.

Exhibit a strong commitment to customer service and interactive team participation.

In addition to the above, the Senior Planner serves as project manager for complex planning projects including analyzing and evaluating site and architectural plans.

Resolve disputes between the City and developers/property owners.

Review and approve administrative discretionary current planning permits and CEQA related documents.

Prepare staff studies and reports on more complex planning issues/applications.

The Senior Planner may serve as the Zoning Administrator.

Perform other duties as assigned.

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

## **Minimum Qualifications:**

### **Knowledge of:**

Principles and practices of planning methodology, urban development and operations.

Principles and practices of urban, landscape and residential design, specific plans and basic land economies.

Federal, state and local laws, regulations and court decisions relating to city planning, land use, zoning and the environment.

Principles and practices of project management and negotiation.

Principles and practices of research methods and statistical analysis.

Personal computer operation and GIS applications.

Principles of supervision, training and performance evaluation.

Principles of community and public relations.

Customer service techniques and public speaking.

### **Ability To:**

Engage in complex planning design.

Approach complex planning issues creatively and with initiative.

Analyze, interpret and apply technical data and pertinent laws, rules and regulations to various planning applications.

Prepare concise reports, maps, charts and other graphic materials for effective presentations.

Organize and conduct research studies.

Make effective oral and written presentations.

Assume responsibility for planning activities on multiple, diverse and complex projects.

Demonstrate community relations skills.

Communicate clearly and concisely orally and in writing.

Operate a personal computer and related office equipment.

Focus on key issues in order to accurately and objectively evaluate alternatives.

Independently collect, analyze, interpret and apply technical data and pertinent laws, rules and regulations to various planning applications.

Organize and schedule work cooperatively and effectively with others.

Supervise, train and evaluate assigned personnel.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

In addition to the above, the Senior Planner engages in the most complex professional planning work related to advanced and current planning.

### **Physical Standards:**

The physical standard described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee is regularly required to sit for long periods of time; talk or hear, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. Some outdoor work is required in the inspection of various land use development and construction sites. The employee is frequently required to bend and twist to reach files, walk and stand. While performing duties, the employee is regularly required to use written and oral communication skills; read and interpret data, information, documents, plans and blueprints; analyze and solve problems; interact with City management, other governmental officials, contractors, vendors, employees and the public.

### **Training and Experience:**

Any combination equivalent to education and experience is likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

### **Education:**

Associate/Senior Planner - The Associate/Senior Planner requires a Bachelor's degree from an accredited college or university with major course work in planning or a closely related field. A Master's degree is preferred.

### **Training:**

Associate Planner - requires a minimum of two years of professional experience in the field of city or regional planning, including project management. Computer skills are preferred.

Senior Planner - requires a minimum of five years of progressively responsible professional experience in the field of city or regional planning, including complex project management and lead or supervisory experience. Computer skills are preferred.

### **Licenses; Certificates; Special Requirements:**

Possession of a valid California Class C drivers' license and Certificate of Automobile Insurance for Personal Liability.